

Mentoring the Beginning Teacher/Educator

Please look over and update your new teacher/educator

Building Orientation	A.	Attendance Procedures <ul style="list-style-type: none"> • Students – passes for excused/unexcused • Students – early sign out/late arrival • Teachers – sick days, emergency, professional, personal leave, substitutes • Substitutes teacher file contents
	B.	Building Use <ul style="list-style-type: none"> • After hours/weekends • Keys • Access codes
	C.	Class assignments <ul style="list-style-type: none"> • Students • Periods/time • Room assignment
	D.	Confidential Files
	E.	Cumulative Folders
	F.	Discipline referral procedures/forms <ul style="list-style-type: none"> • Student/Parent handbook with discipline code
	G.	Duties <ul style="list-style-type: none"> • Lunchroom • Hall • Playground • Bus • Extra supervision
	H.	Emergency Drills <ul style="list-style-type: none"> • Bomb • Fire • Tornado
	I.	Fee Collections
	J.	Firsts <ul style="list-style-type: none"> • First-day plans • First paycheck • First observation • First parent contact
	K.	Hall passes
	L.	Lunch Procedures: <ul style="list-style-type: none"> • Lunch tickets (i.e., student, teacher) • Supervision • Escorting to and from the cafeteria
	M.	Maintenance <ul style="list-style-type: none"> • Classroom repairs • Technology repairs
	N.	Office procedures <ul style="list-style-type: none"> • Introduction to support staff and their responsibilities • Equipment available for staff use • Intra-school mail • Supplies available and their location • Use of telephone – local, long distance
	O.	Playground supervision
	P.	Printing requests <ul style="list-style-type: none"> • Procedures • Timeline • Services available
	Q.	Referral processes <ul style="list-style-type: none"> • Special Education • Talented and Gifted • 504 • At-risk • Child study • ELL/ESL

	R.	Requesting materials <ul style="list-style-type: none"> • Routing • Print-shop procedures • Media services procedures
	S.	Requisitions <ul style="list-style-type: none"> • Budget • Supplies • Petty cash
	T.	Substitutes <ul style="list-style-type: none"> • Request for substitute • Lesson plans and instructions
	U.	Support <ul style="list-style-type: none"> • Prairie Lakes AEA8 <ul style="list-style-type: none"> ◦ Contact(s) ◦ Zone Coordinator, Building Representative, Primary Partner, Area Wide Representative ◦ Media Services – print requests, media requests, web site ◦ Products/services ◦ Role in mentoring • Teacher assistants/paraprofessionals • Tutors • Volunteers
	V.	Tour of building <ul style="list-style-type: none"> • School map with grade level, subject, teacher designations • Introduction to all faculty and staff
	W.	Other <ul style="list-style-type: none"> •
Classroom Environment		
	A.	Building rules and procedures
	B.	Classroom rules, regulations and disciplines - management
	C.	First-day procedures
	D.	First week of school
	E.	Last week of school
	F.	Days prior to vacations/holiday
	G.	Other <ul style="list-style-type: none"> • Getting out of school – heat/snow
Classroom Management Assistance Suggestions		
	A.	Acceptable use policy and procedures
	B.	Alternative assessments/evaluations
	C.	Cognitive coaching/peer coaching
	D.	Differentiation, compacting, acceleration, remediation
	E.	Grading procedures
	F.	Help – Who? When? Where? How? Why?
	G.	Homework policies and procedures
	H.	Make-up and late-work policies and procedures
	I.	“On-task”/engaged procedures
	J.	Rules and regulations
	K.	Seating charges
	L.	Other <ul style="list-style-type: none"> •
Curriculum and Instruction		

	A.	Curriculum <ul style="list-style-type: none"> • Iowa Common Core • Essential learnings • Standards and benchmarks • Alignment with instructional methodology, assessments, and professional development • Unit design • Best practices
	B.	Curriculum review process <ul style="list-style-type: none"> • Cycle • Purpose • Expectations • Frameworks
	C.	Instructional materials <ul style="list-style-type: none"> • Textbooks • Media resources • AEA resources • Print resources • Digital resources
	D.	Media/Library services <ul style="list-style-type: none"> • The staff and their roles • Procedures/policies
	E.	Professional Development <ul style="list-style-type: none"> • Personal Plan • Building Plan • District plan • Opportunities <ul style="list-style-type: none"> ◦ Assessment ◦ Authentic instruction and assessment ◦ Brain-compatible learning ◦ Cognitive coaching ◦ Communication (e.g., reading, writing, speaking, listening, nonverbal) ◦ Concept attainment ◦ Content (e.g., math, science, social studies) ◦ Cooperative learning ◦ Curriculum ◦ Curriculum integration ◦ Differentiation/compacting/regrouping ◦ Facilitation ◦ Group investigation ◦ Inductive thinking ◦ Inquiry ◦ Interdisciplinary teaching/learning ◦ Induction & Mentoring Program ◦ Models of Teaching ◦ Multi-culture Gender Fair (MCGF) ◦ Technology
	F.	Other <ul style="list-style-type: none"> •
District Orientation		
	A.	Administrative offices <ul style="list-style-type: none"> • List of personnel with responsibilities • Tour of offices • Introduction to staff
	B.	District calendar
	C.	District map <ul style="list-style-type: none"> • Tour of schools • List of building names, addresses, phone numbers, email addresses
	D.	District procedures <ul style="list-style-type: none"> • Insurance • Leave requests • Local education association • Paycheck, payday • Salary schedule • Seniority lists • Tax-sheltered annuities • Teacher Quality money

	E.	Master contract
	F.	Staff directory
	G.	Other
Leave Requests		
	A.	Emergency
	B.	Personal
	C.	Professional
	D.	Sick
	E.	Other
Parent Communication		
	A.	Communication with parents <ul style="list-style-type: none"> • Conference letters and schedules • Mid-term/progress reports • Report/progress reports • Telephone calls/emails • Web-site • Other
	B.	Open House/Family Night
	C.	Newsletters <ul style="list-style-type: none"> • Classroom • Building • District
	D.	Parent advisories (e.g., PIE, building advisory or leadership team) <ul style="list-style-type: none"> • Teacher's role • Fun nights/carnivals • Book fairs
	E.	Parent-Student handbooks
	F.	Student directories
	G.	Other
Personnel Meetings		
	A.	At-Risk/504 <ul style="list-style-type: none"> • The staff and their roles • Referrals
	B.	District and building calendars
	C.	Effective use of assistant/support staff
	D.	English limited learners (ELL)
	E.	Faculty introductions
	F.	Faculty meetings
	G.	School counselors <ul style="list-style-type: none"> • The staff and their roles • Guidance Curriculum • Referrals
	H.	Health facilitators/Nurses <ul style="list-style-type: none"> • The staff and their roles • Referrals
	I.	Special Education <ul style="list-style-type: none"> • The staff and their roles • The AEA and their roles • Referrals • Staffings

	J.	Staff Committees <ul style="list-style-type: none"> • Study/learning/action teams • Curriculum review teams • Building improvement teams (or leadership teams) • District improvement teams • Building assistance teams • Crisis management teams • Grade-level teams • Curriculum discipline teams • Other
	K.	Staff development <ul style="list-style-type: none"> • District goals • Building goals • Learning team goals • Early dismissals/late starts • Staff development days • Role of AEA • Other
	L.	Team, Department, Grade-level meetings <ul style="list-style-type: none"> • Team notebooks/logs • Problem-solving guide
	M	Other <ul style="list-style-type: none"> •
Scheduling	A.	Activities, including athletics <ul style="list-style-type: none"> • Student participation • Teacher supervision • Coaching responsibilities • Game/activity schedules, including tournaments and state participation • Homecoming – week, game, parade • Dress on game days • Transportation requests • Other
	B.	Busing <ul style="list-style-type: none"> • Procedures • Activity bus • Bus duty • Field trips • Arrival and department times
	C.	Daily schedules <ul style="list-style-type: none"> • Regular • Early dismissal/late start • Conference • Homecoming • Semester • Testing • Other
	D.	Field trips <ul style="list-style-type: none"> • Scheduling in building • Scheduling of buses • Related to intended learning • Chaperones • Permission from parents • Other
	E.	Departmental/Teaming <ul style="list-style-type: none"> • Advisory responsibilities • Activity responsibilities • Other
	F.	Flexibility in scheduling special services <ul style="list-style-type: none"> • Band/orchestra/strings practice • Vocal music practice • English language learners (ELL/ESL) • Guidance and counseling • Library/media • Speech • Special education • Specials – e.g., arts, music, physical education • Talented and Gifted • Technology/computer labs • Computer repair or troubleshooting (Students and teachers)

	G.	Holidays/Vacations/Winter Weather <ul style="list-style-type: none"> • Winter break/Christmas • Martin Luther King Day • Spring break/Easter • Summer break – jobs, schooling, staff development, curriculum development • Districts’ and communities’ expectations regarding Yom Kippur, Rosh Hashanah, Halloween, Thanksgiving, Hanukkah, Christmas, Passover, Good Friday, Easter • Winter Weather Watch – phone tree, radio, television, telephone message, web site
	H.	Next Year’s Schedule <ul style="list-style-type: none"> • Calendar dates • Supplies • Students’ assignment to classes • Teachers’ assignment to classes, grade level, building
	I.	Parent/Teacher/Student conferences
	J.	Other
Survival Kit		
	A.	Acceptable Use Policy forms and procedures
	B.	AEA Production Request forms
	C.	Attendance slips/electronic programs
	D.	Calendar
	E.	Conference letter samples
	F.	Copyright
	G.	Crisis management plan/response procedures
	H.	Curriculum review cycle and frameworks
	I.	Data management system
	J.	Discipline referral form
	K.	Dress codes/expectations
	L.	Evaluation forms
	M.	Exposure regulations
	N.	First Day plans
	O.	Keys/Access to building
	P.	Late bus passes/procedures
	Q.	Leave request forms
	R.	Lesson plans/Unit designs
	S.	Mid-term “crisis” plan
	T.	Mid-term/progress reports
	U.	Newsletter samples – classroom, building, district
	V.	Teacher Quality
	W.	Print requests
	X.	Professional leave forms
	Y.	Progress/report cards and comment sheets
	Z.	Referral examples and forms
	AA.	Schedules
	BB.	Stress releasers/anti-fatigue plan
	CC.	Student/Parent/Staff handbooks
	DD.	Student reflections/self evaluations
	EE.	Student supply list

	FF.	Substitute folders
	GG.	Supplies (e.g., scissors, stapler, markers, staples)
	HH.	Teacher evaluation
	II.	Time management plan
	JJ.	Work order forms
	KK.	Other – Doctors, dentist, grocery stores, auto repairs